

## **CLAIM FORM**

Date:

Claim Number	
Date Received	
•	
OFFICE USE ONLY	Z .

Please Print)		OFFICE USE ONL	Y
'ull Name:		OTTION ON THE	
Address:	Home Phone:		
City, State, Zip:	Business Phone:		
Describe in your own words WHERE, WHEN an additional pages if necessary. Give names and address address and address and address and address and address and addres	esses of others in	volved if known. If y	ou received a
Location:			A > 6
Date:		Approximate Time:	AM PM
Employee Name:		Department:	
The TOTAL amount of your claim against the City is:	and the same of th		-
(Attach copies of any bills, estimates, medical reports, etc., if you have them. Failure to include estimate wildelay processing.)	<b>\$</b> 1		
ALL OF THE STATEMENTS MADE IN THIS CI OF MY KNOWLEDGE:	LAIM ARE TRU	E AND CORRECT	TO THE BEST

Signature of Claimant

ARTICLE XVII OF THE CHARTER OF THE CITY OF GARLAND REQUIRES WRITTEN NOTICE BEFORE ANY CLAIM FOR INJURY OR DAMAGE MAY BE CONSIDERED. THE CHARTER PROVISION IS QUOTED BELOW FOR INFORMATION:

## Sec. 4. Claims against the City.

The City of Garland shall never be liable for any personal injury, whether resulting in death or not, unless the person injured or someone in his behalf, or in the event the injury results in death, the person or persons who may have cause of action under the law by reason of such death or injury, shall file a notice in writing with the City Manager or City Secretary within six months after the same has been received, stating specifically in such notice when, where, and how the exact injury occurred and the full extent thereof, together with the amount of damages claimed or asserted. The City of Garland shall never be liable for any claim for damage or injury to personal property unless the person whose personal property has been injured or damaged, or someone in his behalf, shall file a claim in writing with the City Manager or the City Secretary within six months after said damage or injury has occurred, stating specifically when, where, and how the injury or damage occurred and the amount of damage claimed. The City of Garland shall never be liable on account of any damage or injury to person or to personal property arising from or occasioned by any defect in any public street, highway, alley, grounds or public work of the City of Garland unless the specific defect causing the damage or injury shall have been actually known to the City Manager at least twenty-four (24) hours prior to the occurrence of the injury or damage, or unless the attention of the City Manager shall have been called thereto by a notice thereof in writing at least twenty-four (24) hours prior to the occurrence of the injury or damage and proper diligence has not been exercised to rectify the defect. The notice herein required to be given to the City Manager of the specific defect causing the damage or injury shall apply where the defect arose from any omission of the City itself, through its agents, servants, or employees, or acts of third parties.

File this claim within six (6) months of the injury or property damage with the City Secretary.

If mailing:

City Secretary City of Garland P. O. Box 469002 Garland, Texas 75046 If delivering:

City Secretary's Office City Hall, First Floor 200 N. Fifth Street (at Fifth & State Street) Garland, Texas